

**TOWN OF LAKE PARK**  
**COMMUNITY REDEVELOPMENT AGENCY**  
**APPLICATION FOR FUNDING**

**NOTE:** Community Redevelopment Agency ("CRA") funding targets existing businesses located in the Lake Park CRA District.

**I. APPLICANT**

- A. Legal Name of Business: \_\_\_\_\_
- B. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- C. Telephone No. \_\_\_\_\_ FAX No.: \_\_\_\_\_
- D. Email Address: \_\_\_\_\_
- E. Date the Business Was Legally Established: \_\_\_\_\_ State: \_\_\_\_\_
- F. Legal Form of Business (Please Check One Box): \_\_\_\_\_ Sole Proprietorship  
\_\_\_\_\_ Corporation \_\_\_\_\_ Limited Liability Company \_\_\_\_\_ Partnership
- G. Name of Principal Officer/Owner: \_\_\_\_\_
- H. Contact Person for This Application: \_\_\_\_\_
- I. Telephone No. (if different from above): \_\_\_\_\_
- J. Nature of Business (please list products/services provided): \_\_\_\_\_  
\_\_\_\_\_
- K. Palm Beach County Occupational License Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_
- L. Lake Park Occupational License Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**II. PROPERTY OWNER**

- A. Name: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Telephone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

**III. DESCRIPTION OF PROPOSED PROJECT**

A. Project/Business Name: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Project General Description (*attach additional sheets if necessary*):

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*Please note that all proposed work must be consistent with the zoning requirements for the area in which the project is to be located as set forth in the Code of Ordinances of the Town of Lake Park. For further information, please contact the Lake Park Department of Community Development at 561-881-3318.*

D. List of Project Costs (*Please note that three [3] written estimates are required for each phase of work to be undertaken – attach additional sheets if necessary*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Total Estimated Project Cost: \$ \_\_\_\_\_

**IV. HOW WILL THIS PROJECT BENEFIT THE DOWNTOWN AREA** (attach additional sheets if necessary)?

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**V. FUNDING SOURCES**

- Town of Lake Park \$ \_\_\_\_\_  
(Enter the amount being requested from this grant program.)
- Applicant \$ \_\_\_\_\_  
(Enter the amount of matching funding to be provided by applicant – the Town of Lake Park will match up to a maximum of 50 percent of the total estimated project cost. The maximum grant award per applicant is \$5,000.00)

**VI. REQUIRED DOCUMENTATION**

Please include with this application at the time of submittal the following documentation:

- \_\_\_\_\_ Copy of current Certificate of Status from the Florida Department of State (if applicant is a corporation, limited liability company, or partnership)
- \_\_\_\_\_ Copy of **current** Certificate of Status of Fictitious Name Registration from the Florida Department of State (if applicant is a sole proprietorship)
- \_\_\_\_\_ A current Statement of Good Standing from the Internal Revenue Service **OR** copies of two (2) previous years' federal income tax returns **as submitted to the Internal Revenue Service**, including all schedules
- \_\_\_\_\_ Copy of applicant's current financial statements (prepared within 90 days of submittal of this application)
- \_\_\_\_\_ Copy of current Palm Beach County Occupational License
- \_\_\_\_\_ Copy of current Town of Lake Park Occupational License
- \_\_\_\_\_ Copies of written estimates
- \_\_\_\_\_ Copy of Code violations, if any

**COMPLETED APPLICATION FORMS AND REQUIRED DOCUMENTATION MUST BE SUBMITTED EITHER IN PERSON OR BY MAIL OR EXPRESS DELIVERY TO:**

**TOWN MANAGER  
TOWN OF LAKE PARK  
LAKE PARK TOWN HALL  
535 PARK AVENUE  
LAKE PARK, FLORIDA 33403**

**NO APPLICATIONS WILL BE ACCEPTED BY FAX.**

Attachment: (1) Town of Lake Park Community Redevelopment Agency Program Information and Criteria for Funding

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*For Office Use Only:*

Date complete application received \_\_\_\_\_

**TOWN OF LAKE PARK**  
**COMMUNITY REDEVELOPMENT AGENCY<sup>1</sup>**

**PROGRAM INFORMATION AND CRITERIA FOR FUNDING**

**I. INTENT**

It is the intent of the Town of Lake Park Community Redevelopment Agency (“CRA”) to provide development assistance in the form of funding to existing businesses located within the CRA District of the Town of Lake Park. Such funding shall be provided pursuant to Part III of the Community Redevelopment Act, Chapter 163, Florida Statutes, and consistent with the Town of Lake Park Community Redevelopment Agency Plan. Such funding is available on a matching grant basis. The Town of Lake Park will match up to a maximum of 50 percent of the total estimated project cost. The maximum grant award per applicant is \$5,000.00.

CRA funding can be used to meet matching grant requirements for other programs to the extent that such proposed activities are consistent with the CRA project eligibility requirements outlined below. *(Example: The Palm Beach County Development Regions Grant Program [when the funding cycle is open, which requires matching funding from the applicant] can be used for business expansion and improvements consisting of exterior painting, landscaping, and parking enhancements. Such activities meet the Lake Park CRA eligibility requirements, and CRA funding can be used to help meet the applicant’s matching funding requirement for the Development Regions Grant Program.)*

**II. ELIGIBILITY**

Eligible applicants are existing legally established for-profit business enterprises<sup>2</sup> which are physically located within the CRA District of the Town of Lake Park. Applicants must demonstrate in their submittals the ability to complete the proposed project within twelve (12) months of the date of application approval.

Eligible projects consist of exterior façade improvements (i.e., structural repair and improvements, painting, stucco, windows, awnings, signage) which will enhance the curbside appearance of the business structure, parking improvements, and landscaping improvements which will improve the visual impact of the Town of Lake Park. CRA funding can be used to correct Code violations which pertain to exterior façade, parking and landscaping. **Roof repair and/or replacement are not considered façade improvements and are not eligible for CRA funding, unless applicant can demonstrate an improved design/aesthetic appeal.**

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<sup>1</sup> Created pursuant to Resolution 65, 1996 adopted by the Commission of the Town of Lake Park on November 20, 1996.

<sup>2</sup> Organizations legally established on a not-for-profit basis are not eligible for CRA funding.

### III. CONSISTENCY WITH GOVERNMENTAL REGULATIONS: LAKE PARK COMPREHENSIVE PLAN, AND CODE OF ORDINANCES AS TO CODE COMPLIANCE AND ZONING

Eligible projects must demonstrate consistency with the Town of Lake Park's Comprehensive Plan and all applicable zoning requirements, as well as all applicable building and safety codes, as set forth in the Lake Park Code of Ordinances, as evidenced by a review by the Lake Park Department of Community Development.

### IV. FUNDING CRITERIA

Applications submitted to the Town of Lake Park for CRA funding will be reviewed by the Lake Park Community Redevelopment Agency Board, which shall rate each application in accordance with the following criteria:

<b>Funding Criteria</b>	<b>Above Average – Average (application selected for funding)</b>	<b>Fair (application needs improvement)</b>	<b>Poor (not selected for funding)</b>
Financial responsibility (evidenced from review of copies of income tax returns and current financial statements)	6 5 4	3 2 1	0
Curbside appearance (visual impact of proposed project)	6 5 4	3 2 1	0
Aesthetic benefit (to the Town of Lake Park)	6 5 4	3 2 1	0
Extent to which proposed project will upgrade the existing aesthetic condition of the building exterior, or correct inconsistencies with the surrounding properties	6 5 4	3 2 1	0
Total amount of applicant's matching share in proportion to the total estimated project cost	6 5 4	3 2 1	0
<b><i>OVERALL APPLICATION RATING<sup>3</sup> →</i></b>			
<b>Rater's Comments:</b>			

<sup>3</sup> Maximum overall rating is 30 points.